

EXECUTIVE COMMITTEE

December 7, 2021

8:15 A.M.

Zoom Platform

PRESENT: S. Pronti, D. Burrows, A. Hendrix, A. Iles, J. Matteson

EXCUSED: A. Bishop

STAFF: R. Avila, D. Achilles

GUEST:

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:20 a.m.

APPROVAL OF MINUTES – November 2, 2021

It was moved by Ms. Iles, seconded by Mr. Burrows, and unanimously adopted by voice vote of members present to approve the minutes of November 2, 2021.

FINANCIAL REPORTS – October 2021

Ms. Achilles reported that the Workforce Development Board October 2021 financials are at 37% spending at this time. The sub-contract line is at 42% due to the Summer Youth Employment Program being fully expended this year and starting to expend Park Foundation, Community Foundation – Lane Family, and the United Way funds. WIOA revenue portion is at 37% due to receiving all the Park Foundation revenue and expending the last of the funds from DEI and TET-NDWG that closed as of September 30, 2021.

Ms. Achilles reported that the Office of Employment and Training expects to have staff wage and fringe lines increase due to being fully staffed and participant wage and fringe are low due to participants enrolled in the Summer Youth Program. Participants that are employed have moved to WIOA youth Joblink and wage and fringe will be increasing.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Avila reported that the Health Career Expo at Ithaca College was a success, with roughly 150 youth attending from area school districts. The planning for the next Health Career Expo will begin in 2023.

Ms. Avila reported the Committee is working on the 2022 Summer Youth Employment RFP for release February 2022. The Committee scheduled an extra meeting Thursday, December 2, 2021 to discuss the WIOA Youth Contract whether to release a new RFP or extend the current contract with Office of Employment and Training for an additional year.

ONE STOP OPERATIONS AND OVERSIGHT

Mr. Avila reported that Mr. Bishop will be retiring, and the Committee is discussing the next chair for the One Stop Committee.

Ms. Avila reported that the Committee will be looking at One Stop procurement that has expired on June 30, 2021 and has been extended to June 30, 2022.

Ms. Avila reported that the Committee is working on the In-demand Occupation list with 104 occupations listed and once reviewed and finalized will release to partners.

GOVERNANCE AND MEMBERSHIP

Mr. Burrows reported the Governance and Membership Committee will be meeting Thursday, December 9, 2021. The Committee will be discussing the new chair for the One Stop Operation and Oversight Committee.

Mr. Burrows reported the Committee will be reviewing Board orientation for new members and a refresher for existing members.

Ms. Avila reached out to Ms. Harrington and Ms. Burke and conducted a new Board member orientation.

DIRECTOR'S REPORT

Ms. Avila updated the Executive Committee that the MOU is being reviewed with the finance department at the State and waiting to finalize with signatures.

Ms. Avila reported that the Workforce Development Board office is in the process of looking at new office space with Ithaca Area Economic Development to relocate in 2022.

Ms. Avila reported she has reached out two local Real-Estate brokers for the next Workforce Development Board industry briefing, from Travis Hyde and Senior Real-Estate Director.

Ms. Avila reported that the LWDB Recertification has been submitted to the State is the review process.

Ms. Avila reported that the "New Possible" 9 recommendations will take a course of action to work on one at a time.

Ms. Avila reported that at the next Board meeting Tuesday, December 14, 2021 will be approving five policies that have been updated: Individual Training Account, Needs Related Payments, On-the-Training, Supportive Services and Transitional Jobs policies.

Ms. Avila reported that for 2022 the Board would like to create a workplan for 2022-2023 so Board members know what the Board will be working on through the year.

Ms. Avila reviewed the logos that were created to represent the Board and would like feedback on the different designs.

Ms. Hendrix for the Executive Committee to go into Executive Session.

Ms. Avila and Ms. Achilles left the meeting at 8:52 a.m.

The meeting adjourned at 9:04 a.m.

Tompkins County Workforce Development Board
Budget Statement
31-Oct-21

33.3% of yr.

	Budget	Oct-20	Oct-21	2021 - 2022 YTD	2021 - 2022 Balance	YTD % of Budget
Expenditures						
Staff Wage	275,289	14,005.02	9,767.22	67,055.64	208,233.36	24%
Fringe	143,660	6,702.80	5,147.31	35,338.29	108,321.71	25%
Rent/Taxes	19,926	1,588.00	1,636.00	6,544.00	13,382.00	33%
Professional Services	3,500	0.00	0.00	0.00	3,500.00	0%
Office Supplies	1,000	180.49	0.00	319.22	680.78	32%
Office Furniture	1,000	0.00	0.00	0.00	1,000.00	0%
Heat/Electric	1,275	0.00	0.00	198.74	1,076.26	16%
Software/Hardware	1,000	2,931.33	201.63	401.58	598.42	40%
Computer Equipment	500	0.00	0.00	0.00	500.00	0%
Postage	35	0.00	3.05	29.40	5.60	84%
Travel Training	6,000	295.00	295.00	590.00	5,410.00	10%
Local Travel	1,000	0.00	0.00	0.00	1,000.00	0%
Phone	2,000	203.27	208.92	513.81	1,486.19	26%
Membership Dues	5,000	0.00	0.00	0.00	5,000.00	0%
Sub Contracts	1,364,823	116,946.14	82,732.19	569,335.44	795,487.56	42%
IT Services	1,100	0.00	0.00	0.00	1,100.00	0%
Books, Subs & Periodicals	630	0.00	80.00	200.00	430.00	32%
Advertising	360	0.00	83.50	83.50	276.50	23%
Program Expenses	6,400	0.00	0.00	0.00	6,400.00	0%
Printing	3,000	0.00	0.00	69.03	2,930.97	2%
Meeting Expenses (Food, Supplies & Meeting Space)	0	0.00	0.00	0.00	0.00	0%
Total Expenditures	1,837,498	142,852.05	100,154.82	680,678.65	1,156,819.35	37%

	Budget	Oct-20	Oct-21	YTD	Balance	YTD % of Budget
Revenue						
WIOA Admin	71,000	7,790.28	1,762.68	21,334.12	49,665.88	30%
WIOA Adult	253,164	11,567.82	15,641.94	48,606.74	204,557.26	19%
WIOA Dislocated Worker	152,102	12,713.28	2,985.44	14,835.69	137,266.31	10%
WIOA Youth	389,000	13,921.83	20,103.59	57,840.12	331,159.88	15%
Disability Employment Initiative (RFMH)	70,064	0.00	0.00	6,146.51	63,917.49	9%
DEI Grant Round 8	74,000	37,988.95	21,567.99	54,748.55	19,251.45	74%
SYEP	351,969	0.00	0.00	299,173.00	52,796.00	85%
County	280,960	0.00	6,140.94	56,849.67	224,110.33	20%
Tourism	3,600	0.00	0.00	0.00	3,600.00	0%
TET-NDWG	73,500	8,093.39	7,140.62	17,230.64	80,640.62	23%
ER-NDWG	8,139	0.00	0.00	0.00	8,139.00	0%
Misc - Park Foundation, Community Foundation, U	85,000	0.00	0.00	83,000.00	85,000.00	98%
Ticket to Work	25,000	0.00	0.00	16,928.80	8,071.20	0.68
Total Revenue	1,837,498	92,075.55	75,343.20	676,693.84	1,268,175.42	37%

*All Expenditures and Revenue are recorded on a cash basis and as such records may show a shortfall or surplus.
This is not an operating expense concern.

**Tompkins County Office of Employment Training
Budget Statement
31-Oct-21**

33.3% of yr.

	Budget	Oct-20	Oct-21	2021 -2022 YTD	2021-2022 Balance	YTD % of Budget
Expenditures						
Staff Wage	360,539	14422.16	26758.03	80653.83	279885.17	22%
Fringe	188,148	5924.14	14101.47	42504.53	145643.47	23%
Rent/Taxes	14,981	0.00	0.00	2500.35	12480.65	17%
Copier Contract	647	25.30	45.58	148.18	498.82	23%
Phone Maintenance	1285	0.00	0.00	0.00	1285.00	0%
Office Supplies	452	0.00	0.00	8.57	443.43	2%
Postage	376	0.00	0.00	0.00	376.00	0%
Travel Training	5,259	0.00	1770.00	1770.00	3489.00	34%
Local Travel	3,903	0.00	54.77	136.53	3766.47	3%
Phone	6404	429.42	747.10	1784.51	4619.49	28%
Membership Dues	226	0.00	0.00	0.00	226.00	0%
Books, Subscriptions & Periodicals	2523	6.27	175.98	231.54	2291.46	9%
Computer Software/Hardware	753	0.00	274.91	274.91	478.09	37%
IT Services	2,714	0.00	0.00	0.00	2714.00	0%
Printing	1379	0.00	13.82	205.93	1173.07	15%
Supportive Services	26,000	519.50	815.00	4268.19	21731.81	16%
Tuition	59458	2766.88	11040.00	23117.50	36340.50	39%
Participant Wages	105000	2829.05	1900.01	9471.96	95528.04	9%
Participant Fringe	13,350	282.91	241.30	1202.94	12147.06	9%
Total Expenditures	793,397	27205.63	57937.97	168279.47	625117.53	21%